

MontCAS ELP Feedback Form Instructions

Examiner and test coordinator feedback forms can be filled out and submitted electronically, or they can be faxed in! We are trying something new to allow test coordinators and examiners the convenience of submitting the feedback forms via e-mail. To e-mail in your responses you will need to have the latest version of Adobe Acrobat Reader (Version 8). If you do not have Version 8, you can download a free version at <http://www.adobe.com/products/acrobat/readstep2.html>. Please note that if you do not download Acrobat Reader 8, you may not be able to successfully submit the feedback form electronically and should plan to print out and fax in your completed form instead. Fax completed forms to the toll-free fax line, 866-460-9778.

Using Adobe Acrobat Reader 8, open the appropriate feedback form and type in your responses. When you have finished filling out the form, click on the 'Submit by E-mail' button at the bottom of the page. An e-mail screen addressed to montcas-elp@QuestarAI.com will appear with an XML file attached and you can click on the send button to e-mail the file.

Also, note that lengthy responses may 'scroll-up' in the response section. You can scroll – up and down – to see all of your text. If you decide to print out the form, though, these longer responses will be cut off.